



**North Carolina Department of Health and Human Services
Division of Health Service Regulation ■ Adult Care Licensure Section**

Tel 919-855-3765 ■ Fax 919-733-9379 ■
2708 Mail Service Center ■ Raleigh, North Carolina 27699-2708

Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

Barbara Ryan, Chief

TRAINING ANNOUNCEMENT

MEMORANDUM

To: County Director of Social Services

Attn.: Adult Services Supervisors
Adult Home Specialist

From: Barbara Ryan, Chief
Adult Care Licensure Section

Re: Basic Orientation Training

Date: August 1, 2007

This is to announce the Division of Health Service Regulation, Adult Care Licensure Section, will be offering Basic Orientation Training in **Lexington, NC at Davidson Community College, Mendenhall Building, Room 116**. Training will begin on **Tuesday, August 28, 2007 at 1:00 p.m. and end Friday, August 31, 2007 at 1:00 p.m.**

The Adult Care Licensure Section has implemented the following format/structure for the training of new county adult home specialists, new survey consultants and county supervisors: pre-basic orientation, basic orientation, and post basic orientation training. Prior to attending Basic Orientation Training it is hoped the staff member will be familiar with his/her role as an adult home specialist.

The primary goal of Basic Orientation Training is to enhance the knowledge and skills ability of the new survey consultants, adult home specialists, and county supervisors in the inspection of adult care homes. The main focus of this phase of training involves "How to Inspect." Areas covered include protocol used in monitoring/inspecting for compliance, annual assessment, compliance tools, Principals of Documentation, and training in the area of medication management, food service, staff competency, health care, personal care, and licensed health professional support.



Please note the opportunity for both Pre and Post Basic orientation are offered in the form of annual survey activity.

It is the responsibility of the county department of social services to cover the cost of the associated travel and per diem expenses of the workshop.

Please complete the attached registration form and return by August 13, 2007 to:

Frances Messer, Training Coordinator,
Adult Care Licensure Section
2708 Mail Service Center
Raleigh, NC 27699-2708

We look forward to seeing you on the 28 of August, 2007 at 1:00 p.m. If you have any questions, please contact Frances Messer at (919)855-3791.

- **Please bring your Licensure Rule Books**

